

PURCHASE SECTION REPORT  
From 28 December 1953 to 3 January 1954

Requisitions

Balance pending end of previous week	184
Received during week	<u>143</u>
	327
Completed during week	<u>194</u>
Balance pending end of week	133

Purchase Orders Issued

147

\$ 32,682.72

Backlog of Typing

Purchase Orders	28
Correspondence	0
Invitations to Bid	0
Bills of Lading	<u>0</u>
Total	28

## STATUS OF PENDING REQUISITIONS\*

Estimated ValueA. Without Action

Held less than 15 days	27
Held more than 15 days	<u>0</u>
Total	27

6,172.00

-0-

6,172.00

B. With ActionPending Information from Requisitioning Office

Held less than 30 days	30
Held more than 30 days	<u>0</u>
Total	30

10,619.84

-0-

10,619.84

Pending Receipt or Opening of Bids

Held less than 30 days	50
Held more than 30 days	<u>0</u>
Total	50

11,775.00

-0-

11,775.00

Pending Clearance from GPO and/or GSA

Held less than 30 days	1
Held more than 30 days	<u>0</u>
Total	1

76.56

-0-

76.56

Pending Completion of Service and/or Billing

Held less than 30 days	25
Held more than 30 days	<u>0</u>
Total	25

2,254.00

-0-

2,254.00

Total with Action

106

24,725.40

C. Total Pending Requisitions

133

30,877.40

D. Total Hours of Overtime during the past week

None

\*Details for each Purchasing Agent are in Purchase Section